

SUPERVISOR, REAL PROPERTY

PURPOSE: To perform professional and supervisory work in the acquisition, disposition, development, leasing, and management of City-owned real estate.

FUNCTIONAL AREAS:

1. Perform administrative tasks related to property acquisition, disposition, lease, development, and management.
 - A. Identify and recommend property to be bought or sold, including review of tax forfeited properties.
 - * B. Respond to inquiries related to ownership or sale of City-owned properties.
 - C. Perform required land and title research.
 - D. Perform field inspections of properties.
 - E. Determine property values through City Assessor's Office or independent appraiser.
 - F. Negotiate to purchase or sell property.
 - G. Prepare and file ordinances and deeds required for legal property transfer.
 - F. Draft City Council resolutions as required.
 - * G. Negotiate and draft leases and agreements.
 - H. Serve as City liaison on various committees and boards involved with land-related issues.
 - * I. Collaborate with other departments, agencies, or individuals to accomplish tasks and responsibilities.
2. Supervise janitorial staff.
 - * A. Effectively recommend the hire, transfer, promotion, and suspension or discharge of subordinate personnel.
 - * B. Establish work standards, provide feedback and coaching, and conduct employee evaluations.
 - * C. Discipline assigned personnel as necessary.
 - D. Meet with Janitorial Supervisor to review and assign work priorities.
 - * E. Provide for the training of employees in proper and safe work methods and procedures.
 - * F. Effectively recommend adjustments or other actions in employee grievances.
 - * G. Delegate authority and responsibilities to others as needed.
 - * H. Disseminate instructions and information to employees through oral and written instructions.
 - I. Supervise the ordering of supplies, materials and equipment.
3. Develop and maintain a project proposal request system.
 - A. Review project proposal requests for completeness.
 - B. Collect and summarize feedback from the Project Review Team (PRT).
 - C. Notify the organization's contact person of proposal acceptance or rejection.

- D. Create project files and maintain ongoing project records.
 - E. Communicate with project contact person to monitor progress.
 - * F. Convene and facilitate PRT meetings as necessary.
4. Write and administer grants.
- A. Identify possible funding sources.
 - * B. Write and submit grant proposals.
 - * C. Execute grant funding agreements and administer grant funds.
 - D. Compile data and prepare and submit required reports.
 - E. Serve as liaison between community groups who are awarded grants and the funding agency.

JOB REQUIREMENTS

Education & Experience Requirements

- * 1. Bachelor's degree from an accredited college with major coursework in real estate, public administration or business administration plus two years of experience in real estate administration including acquisition and sale, property management, and lease negotiations; or a combination of education and experience which is determined by management to be equivalent.

Knowledge Requirements

- † 1. Knowledge of the principles and procedures used to acquire and dispose of property.
- † 2. Knowledge of ordinances, laws, rules and regulations related to real estate acquisition and disposition.
- † 3. Some knowledge of the current market for real estate.
- † 4. Knowledge of accepted principles and practices of leasing real property.
- 5. Knowledge of financial management principles and practices.
- 6. Knowledge of research and analysis techniques.
- † 7. Knowledge of accepted personnel, supervisory and management practices.
- 8. Knowledge of modern janitorial methods, materials, and equipment and the principles of sanitation and safety in janitorial work.

Skill Requirements

- † 1. Skill in communicating logically and persuasively both orally and in writing.
- † 2. Skill in writing grant proposals and in negotiating and administering contracts.
- † 3. Skill in summarizing data and preparing clear, concise written reports and correspondence.
- † 4. Skill in supervising the work of subordinates.

Ability Requirements

- † 1. Ability to plan, prioritize and coordinate multiple projects.
- † 2. Ability to read and interpret statutes, manuals, legal descriptions, deeds, maps, aerial photos and blueprints pertaining to real property.
- 3. Ability to understand and use property record-keeping systems.
- † 4. Ability to maintain records and to prepare reports.
- † 5. Ability to use computers to access property records and other information, write reports and other correspondence, and enter and retrieve data.
- † 6. Ability to establish and maintain effective working relationships with supervisors, other employees, governmental agencies, and the general public.
- † 7. Ability to occasionally stand and walk both indoors and outdoors while physically inspecting real property.

*Essential functions of the position

†Job requirements necessary on the first day of employment.

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